



DEPARTMENT OF THE NAVY

COMMANDER
HEUOPTER TACTICALWING
U.S. PACIFIC FLEET
NAS NORTH ISLAND P.O. BOX 357006
SAN DIEGO, CALIFORNIA 92138-7006

COMHELTACWINGPACINST 5100. 2B
N45

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COMHELTACWINGPAC INSTRUCTION 5100. 2B

Subj: STAFF HAZARD COMMUNICATION PLAN

Ref: (a) 29 CFR 1910.1200
(b) OPNAVINST 5100.23E
(c) OPNAVINST 5090.1B

End: (1) Staff Hazard Communication Plan
(2) Acknowledgment of Training Form

1. Purpose. To establish and publish the Hazard Communication Plan as required by references (a) through (c).

2. Cancellation. COMHELTACWINGPACINST 5100 .2A.

3. Scope. All HELTACWINGFAC staff military and civilian personnel.

4. Background. Reference (a) is the Code of Federal Regulations (CFR) for Occupational Safety and Health Standards for General Industry. It establishes requirements for training and informing all employees of the hazards associated with the chemicals they work with or could become exposed to in the work place. To ensure worker safety, this instruction implements those requirements as outlined in enclosure (1). Reference (b) is the Navy Occupational Safety and Health Program Manual. Reference (c) is the Environmental and Natural Resources Program Manual.

5. Action

a. The Safety Department will:

(1) Brief all newly assigned personnel on the Hazard Communication Plan (enclosure (1)) as part of their Safety indoctrination.

(2) Make available a copy of the Hazard Communication Plan (enclosure (1)) to all personnel upon request.

(3) Retain the Acknowledgment of Training form (enclosure (2)) in the individual's NAVOSH training jacket and documentation of Hazardous Communication (HAZCOM) training for five years in the Staff Safety Office.

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b. All Department Heads will ensure strict compliance with the Staff Hazard Communication Plan (enclosure (1)) by their personnel.

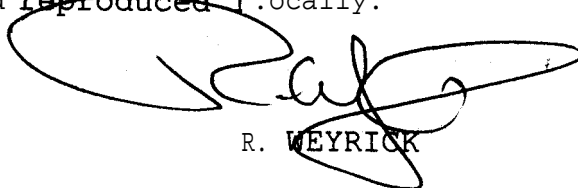
c. All hands will:

(1) Review the Staff Hazard Communication Plan
(enclosure (1))

(2) Complete the Acknowledgment of Training form
(enclosure (2))

(3) Comply with procedures and practices outlined in the Staff Hazard Communication Plan.

6. Forms. This instruction institutes CHTWP Form 5100/2. This form is stocked and reproduced locally.



R. WEYRICK

Distribution:
COMHELTACWINGPACINST 5216.1C (CH-1)
List I

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COMM~DER, HELICOPTER TACTICAL WING, U.S. PACIFIC FLEET
STAFF HAZARD COMMUNICATION PLMI

This Hazard Communications Plan has been developed per references (a) through (c) to educate and protect both personnel and the environment. The misuse or abuse of Hazardous Material (HAZMAT) can lead to immediate and/or long-term injury, illness, or even death. Care should be taken by all personnel to avoid actual or apparent improper handling of HAZMAT and Hazardous Waste (HW). Violations of safety and environmental regulations, both intentional and inadvertent, have resulted in individuals and activities receiving exorbitant fines and/or jail time.

The intent of this Hazard Communication Plan is to provide vital information to all staff personnel about hazards associated with chemicals they may become exposed to through normal use and emergency situations. Adhering to guidance herein will significantly aid in limiting occurrences of adverse incidents concerning HAZMAT and Hazardous Waste.

This includes information on the Hazardous Material Authorized Usage List (HAUL), "Right to Know" training (RTK), Material Safety Data Sheets (MSDS), Container Labeling, and Hazardous Non-Routine Tasks.

The Hazardous Material (HM) Coordinator for COMHELTACWINGPAC Staff is the NAVOSH Manager, extension 5-5333, and is responsible for maintaining the HAUL. The COMNAVBASE Regional Southwest (CNRSW), Staff Civil Engineering Environmental Division, and the cognizant Industrial Hygienist oversee the Hazardous Materials (HAZMAT) Program for NAS North Island and tenant commands.

1. HAZARDOUS AUTHORIZED USAGE LIST (HAUL)

COMHELTACWINGPAC personnel will not use HAZMAT unless it is currently included on the Hazardous Material Authorized Usage List (HAUL) and the individual has received training on that specific material.

a. Under no circumstances may additions, substitutions or deviations to the command HAUL be made without prior approval of the HM Coordinator.

b. Prior to adding items to the command HAUL, the HM Coordinator shall screen all HAZMAT to ensure it is on the NAS North Island HAUL listing and/or has been approved for use by the Base Safety Office, Staff Civil Engineering Environmental

End (1)

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Division or the Cognizant Industrial Hygienist, and meets county, state and federal regulations.

c. The HAUL list contains the following information:

- (1) Hazardous Materials name/nomenclature.
- (2) The five digit MSDS serial number.
- (3) Authorized quantities allowed on hand.
- (4) National Stock Number (NSN)
- (5) Manufacturer's name, address and emergency phone number.

d. Copies of the HAUL and applicable MSDS are kept in the "Right to Know" binders. These binders are located in:

- (1) Safety/NAVOSH Office (Master)
- (2) Main passageway

2. "RIGHT TO KNOW" TRAINING (RTK)

All staff personnel will receive specific "Right to Know" and Hazard Communications training upon: (1) assignment, (2) the introduction of new HAZMAT in the command and/or work center, or (3) when deemed appropriate by cognizant authority. It is the responsibility of the supervisor to ensure all personnel are trained on the HAZMAT to which they may be exposed. Training will include the following:

a. An overview of requirements contained in the Federal/Navy Hazardous Communications Regulations, including their rights and responsibilities under the regulations.

b. Job specific information concerning areas where HAZMAT is used and stored.

c. Physical and health effects of exposure to HAZMAT.

d. Methods and observation techniques used to determine the presence or release of HAZMAT in the work place.

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e. How to minimize or prevent exposure to these Hazardous Materials through usage control, proper work practices and personal protective equipment (PPE).

f. Emergency and first aid procedures to follow in case personnel are exposed to HAZMAT. Basic procedures are located on the MSDS for each HAZMAT.

g. MSDS locations and how to review the MSDS and read labels to obtain appropriate hazardous information.

h. Proper storage and disposal of Hazardous Material/

Hazardous Waste.

3. MATERIAL SAFETY DATA SHEETS (MSDS)

All Staff Personnel will review the MSDS prior to each use of HAZMAT.

a. The HM Coordinator is responsible for obtaining and maintaining the MSDS in the HAUL binder and is the only person allowed to add or remove the MSDS. The HM Coordinator is responsible for reviewing new MSDS for safety and health information and ensuring all personnel are properly trained on associated hazards of each item used.

b. The HM Coordinator will ensure all Staff personnel are properly trained in the use of the MSDS.

c. The First Lieutenant supervisor shall keep copies of all MSDS in the First Lieutenant work center for HAZMAT used by First Lieutenant personnel.

4. CONTAINER LABELING

Personnel **shall not** use HAZMAT if the container is not properly labeled. The original manufacturer's label is the preferred label, however, if it becomes unreadable due to wear and tear, etc., then comply with labeling requirements of references (a) through (c), using DD Form 2521/DD Form 2522 as appropriate. **All Hazardous Materials** transferred to other containers (i.e., small pump bottles) shall meet the same labeling requirements.

a. Required information:

(1) Contents identification (product name/nomenclature)

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(2) National Stock Number (NSN).

(3) Appropriate physical and health hazard warnings.

(4) MSDS serial number for quick cross reference to the MSDS in case of a spill or mishap.

(5) Manufacturer's name, address and emergency phone number.

5. HAZARDOUS NON-ROUTINE TASKS

On an infrequent basis, work is performed that is outside of the normal workload. This non-routine work often includes the use of HAZMAT that is not normally used and therefore has not been included in the command HAUL and training. Prior to starting work on non-routine tasks or projects, supervisors will review the MSDS for the HAZMAT to be used to ensure it has been approved for use at the command. Supervisors will consplt the HM Coordinator/NAVOSH Office concerning applicable¹ safety precautions/procedures and receive final approval prior to using any HAZMAT not on the command HAUL.

a. It is the responsibility of the supervisors to ensure all personnel performing non-routine tasks are trained on the HAZMAT they may be exposed to following the same procedures as for normal tasks outlined above.

6. POINTS OF CONTACT

PHONE NUMBERS

Hazardous Material Coordinator (N451)
Safety Officer (N45)
Chief Staff Officer (N01)

545-5333
545...5333
545-5334

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HAZARD COMMUNICATION PLAN
ACKNOWLEDGMENT OF TRAINING

I hereby acknowledge that I have read and understand the
COMHELTACWINGPAC Staff Hazard Communication Plan.

I understand that if I have any questions or concerns
regarding Hazardous Material use I will immediately contact the
Hazardous Material Coordinator.

NAME (LAST, FIRST)

RANK/RATE

DATE

SIGNATURE